

Come work at CDSS where . . .

People come First!

THE ADULT PROGRAMS DIVISION

**HAS AN IMMEDIATE OPENING IN THE
POLICY, LEGISLATION & LITIGATION UNIT FOR THE
FOLLOWING POSITION:**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST
(LIMITED TERM)**



EMPLOYMENT OPPORTUNITY

Interested in locating to an inviting work environment that offers FREE parking and access to light rail? Interested in working for a Program that is delivered through California's 58 counties and assists in providing domestic and personal care services to aged, blind and disabled recipients?

The Department of Social Services, Adult Programs Division has an immediate opening to help you fulfill your desire to serve California's most fragile residents.

Come join a wonderful group of highly skilled and motivated individuals who are out to make a difference in the lives of those in need.

To find out more information and view a copy of the duty statement, please click on the appropriate link. Once you have viewed the information if you still have questions, please contact Chisa Brite at 916-229-4346.

Your signed state application can be mailed/faxed to the location specified below, or e-mailed to Chisa.Brite@dss.ca.gov.

Applications will be evaluated based on eligibility and desired qualifications, and interviews may be scheduled. All appointments are subject to SROA/Surplus provisions

CDSS EMPLOYEES ARE ENCOURAGED TO APPLY.

Final File Date: Open Until Filled

If interested and would like to be part of the CDSS mission to make a difference in the life of a child, a family or an elderly person, please submit your application to:

Contact Information: Chisa Brite
8745 Folsom Blvd., Ste 230 MS 19-92
Sacramento, CA 95826
916-229-4346 / 916-229-3155 (fax)



**CALIFORNIA DEPARTMENT OF SOCIAL SERVICES
POLICY, LEGISLATION, AND LITIGATION UNIT
ADULT PROGRAMS BRANCH**

**ASSOCIATE GOVERNMENTAL PROGRAM ANALYST – (LIMITED TERM)
(Position #906-5393-xxx)**

Under the direction of the Policy, Legislation, and Litigation Unit Supervisor (Staff Services Manager I), the Associate Governmental Program Analyst (AGPA) performs analytical and technical work relative to the implementation of the provisions of Senate Bill (SB) 1104 for the operation of the Adult Protective Services (APS) program. The APS program is a comprehensive statewide program that provides services to over 250,000 abused and neglected elderly and dependent adults. APS services are provided to all eligible persons without regard to income, and consist of a variety of mandated services including 24-hour emergency response, investigation, counseling, case management, emergency shelter care and ongoing case management.

This position is a full-time 2-year limited term position in the Policy Legislation, and Litigation Unit (PLLU). SB 1140 authorizes the expansion of the definition of financial abuse of an elder or dependent adult to include obtaining or assisting in obtaining real or personal property by undue influence of an elder or dependent adult. The PLLU creates, interprets and administers IHSS and APS program policy; analyzes legislation; and assists in the implementation and operation of program changes for the APS program as well as the In-Home Supportive Services (IHSS) program.

A. RESPONSIBILITIES OF POSITION

75% Program Policy Development

- a. Prepare issue papers, All-County Letters (ACL), All-County Information Notices (ACIN), regulations, general correspondence, policy responses, and recommendations on major program policy questions, including those relating to the APS and IHSS program, and Case Management, Information, and Payrolling System (CMIPS), (the IHSS program's payrolling system).
- b. Respond to public and County Welfare Department inquiries regarding IHSS and APS Program policy areas.
- c. Identify deficiencies and inefficiencies in IHSS and APS program administration and bring them to management's attention.
- d. Assist in identifying and developing procedures necessary to implement court decisions resulting from litigation against the Department.

- e. Prepare policy instructions and guidelines for the IHSS/CMIPS vendor and the counties. Act as liaison to both the IHSS/CMIPS vendor and the counties on IHSS policy interpretation and implementation.
- 15% Policy Issues and Legislation
- a. Analyze IHSS and APS policy issues for program impact.
 - b. Recommend to management action plans on policy issues.
 - c. Analyze proposed legislation for program impact and prepare bill analyses. This includes coordinating the review of proposed legislation and bills for the Branch.
 - d. Assist in the preparation of legislative proposals and testimonies.
 - e. Prepare legislative and administrative reports.
 - f. Develop and revise abuse-reporting forms in consultation with county representatives and other stakeholders.
 - g. Develop and revise statewide forms for both IHSS and APS programs.
- 10% County Welfare Directors Association/
County Welfare Departments (CWDA/CWDs)
- a. Attend and represent the State at the Adult Services Committee, APS Committee, and other CWDA meetings.
 - b. Organize State/county special IHSS and APS program policy issue meetings.
 - c. Prepare and conduct workshops at the Annual Adult Services Conference.
 - d. Develop and provide IHSS and APS policy training to counties.
 - e. Participate in the development of data collection systems proposals, development of annual APS reports, and periodic characteristic surveys of APS clients.

B. SUPERVISION RECEIVED

The AGPA is directly supervised by the Unit Supervisor (SSM I) but may receive some assignments and direction from a lead analyst on certain projects. The incumbent is required to utilize initiative and resourcefulness in completing assignments.

C. SUPERVISION EXERCISED

The AGPA may be required to act as a lead analyst on special projects and/or act for the Unit Supervisor in his/her absence.

D. ADMINISTRATIVE RESPONSIBILITY

None.

E. PERSONAL CONTACTS

The AGPA will have frequent contact with all levels of departmental employees, representatives from other governmental agencies, legislative and legal staff, and members of the general public.

F. ACTIONS AND CONSEQUENCES

Failure to use good judgment in researching and handling sensitive and confidential material and in imparting information could result in misspent program dollars, litigation against the department or the release of information to unauthorized persons in violation of State and Federal law.

G. OTHER INFORMATION

The AGPA must have excellent oral and writing skills; good interpersonal communication skills; able to work well under pressure; work with minimum direction individually and in a team setting; and able to work overtime and travel.